DOCUMENT RESUME

ED 163 235 08 CE 018 907

AUTHOR McClurg, Ronald B.
TITLE Common Intra-Cluster Competencies Needed in Selected Occupational Clusters. Final Report. Supplemental Volume VIII: Medical Assistant.
INSTITUTION Des Moines Area Community Coll., Ankeny, Iowa.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO 409AH60116
PUB DATE May 78
GRANT G007603320
NOTE 57p.; Not available in hard copy due to reproducibility problems. For related documents see CE 018 899-916

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Cluster Grouping; *Data Analysis; *Health Occupations; *Job Analysis; *Job Skills; *Medical Assistants; Occupational Clusters; *Task Analysis

ABSTRACT

An analysis of survey responses from a sample of medical assistants on competency characteristics for their occupation is presented in this document. (Medical assistant is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

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ED163235

Final Report

Project No. 498 AH 60116

Grant No. G007 603 320

Ronald B. McClurg, Ph.D.

Des Moines Area Community College

2006 Ankeny Boulevard

Ankeny, Iowa 50021

Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume VIII: Medical Assistant

May, 1978

U.S. DEPARTMENT OF

HEALTH, EDUCATION, AND WELFARE

Office of Education

Bureau of

Occupational and Adult Education

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by MEDICAL ASSISTANT (by percent) N=40

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
1. Seek guidance to improve performance in patient care.	69	18	82	36	9	55	30	10	60
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	33	83	17	0	0	100	33	33	33
3. Orient new personnel to unit facilities, routines and other personnel.	56	33	67	11	0	89	0	25	75
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	*								
5. Practice established routines and policies of the health care facility.	81	54	46	85	0	15	33	0	67
6. Supervise subordinates within the health care facility.	17	67	33	67	0	33	100	0	0
7. Give "on the job" instruction.	50	25	75	0	0	100	13	0	87
8. Advise staff concerning medical jurisprudence.	17	67	33	33	0	67	67	0	33
9. Develop criteria for the selection of records for review and retention.	44	29	71	0	17	83	29	0	71
10. Establish work priorities and schedule work assignments.	28	60	40	60	20	20	40	0	60

Competency

11. Identify operational deficiencies and recommend corrections.

12. Evaluate subordinate employee performance.

13. Develop job description.

14. Consult with health professionals on purchasing/constructing/using special appliances.

15. Interview/evaluate/hire prospective personnel.

16. Maintain standards of employees' personal hygiene as related to job performance.

17. Insure that all subordinates are on duty.

18. Attend and participate in staff meetings.

19. Develop policies and establish departmental procedures.

20. Inform personnel of new or changed policies and procedures.

21. Provide liaison between doctor and other professional associates.

22. Review and approve employee's payroll time and salary.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
63	30	70	20	20	60	20	10	70
28	20	80	20	0	80	60	0	40
50	25	75	0	0	100	13	0	87
22	25	75	0	50	50	0	25	75
25	25	75	25	0	75	33	33	33
28	40	60	60	0	40	20	20	60
31	0	100	60	0	40	0	33	67
17	33	67	0	33	67	0	0	100
38	50	50	0	20	80	0	0	100
33	17	83	17	50	33	0	33	67
44	29	71	67	17	16	33	0	67
22	25	75	0	75	25	50	0	50

Competency

23. Coordinate work schedules with other departments.

24. Teach special procedures to department members/students/health care professionals.

25. Teach safety techniques as needed.

27. Inform personnel of potential hazards in their working areas.

28. Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.

29. Represent the department and facility at community meetings.

30. Attend meetings and participate in community activities related to doctor's practice.

31. Arrange meetings, conferences/travel accomodations.

32. Assist in the orientation of volunteers, students, and new staff.

33. Recommend materials to be used in training volunteers.

34. Train volunteers in specific techniques.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
38	17	83	67	17	16	17	0	83
28	80	20	0	0	100	80	20	0
44	57	43	43	0	57	72	14	14
31	40	60	40	0	60	20	40	40
39	57	43	100	0	0	29	14	67
38	67	33	0	0	100	0	0	100
28	40	60	0	0	100	20	0	80
25	50	50	0	0	100	50	25	25
56	60	40	0	20	80	0	30	70
25	0	100	0	0	100	0	25	75

*

Competency

35. Participate in public relation activities as directed.

36. Conduct tours of facilities.

37. Obtain and deliver supplies for patient's entertainment or recreation.

39. Assist patient with personal hygiene and grooming.

40. Assist patient in and out of bed.

41. Assist patient in walking.

42. Transport patient on stretcher/wheelchair.

44. Assist patient in use of commode, urinal or bedpan.

45. Explain discharge diet instructions to patients on order from physician.

46. Assist in resolving patient complaints.

47. Obtain signature on various patient/family consent forms.

48. Teach patient/family, preventative general health care.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	43	57	0	0	100	0	33	67
*								
19	100	0	33	0	67	0	33	67
19	100	0	33	0	67	0	33	67
*								
44	86	14	29	14	57	29	42	29
22	100	0	0	0	100	0	33	67
*								
19	100	0	33	0	67	67	33	0
44	25	75	37	26	37	25	0	75
69	91	9	36	0	64	36	18	46
17	33	67	67	33	0	67	0	33

Competency

50. Assist patient in active/passive exercise.

51. Obtain information from patient/family.

53. Receive patient, explain tests and procedures to them and ally their fears.

54. Attend to patient's comfort before, during, and after examination/tests/treatment.

55. Aid patient in completing insurance forms.

56. Explain post-operative instructions to patient.

57. Explain fees to patient.

58. Assist patient in planning for health care facility.

59. Administer manual massage.

60. Explain therapy procedures in lay terms.

61. Explain follow-up services to patient.

62. Help patient develop positive attitudes toward their illness/confinement.

63. Assist in establishing a comfortable relationship between the patient and the health care professional.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
*								
75	83	17	83	0	17	33	33	33
75	67	33	67	25	8	33	8	59
39	86	14	71	29	0	43	14	43
75	83	17	58	17	25	33	17	50
22	75	25	75	0	25	25	50	25
81	54	46	62	8	30	23	23	54
*								
25	100	0	50	25	25	25	50	25
28	60	40	60	0	40	20	60	20
56	33	67	67	11	22	33	11	56
28	20	80	40	20	40	20	0	80
56	22	78	56	22	22	22	22	56

Competency

64. Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.

65. Interpret patient's signs, symptoms, behavior, etc.

67. Observe patient's general physical condition, appearance, and behavior.

68. Observe, measure, and record patient fluid intake/output.

69. Record and chart vital signs, height, weight and/or other conditions as directed by health care professional.

71. Follow established admitting procedures.

72. Maintain a use record on special equipment.

73. Conduct routine financial matters of employer (collect fees, make deposits, send statements, etc.).

74. Maintain appointment control.

75. Complete insurance forms.

76. Maintain state and federal tax information and prepare tax forms.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
33	50	50	50	33	17	50	0	50
50	25	75	75	13	12	43	0	57
63	40	60	90	10	0	50	10	40
*								
63	100	0	90	0	10	50	30	20
19	33	67	100	0	0	33	33	33
*								
69	73	27	64	18	18	28	36	36
50	56	44	100	0	0	0	0	100
88	86	14	57	14	29	38	38	24
39	100	0	43	0	57	29	29	42

Competency

77. Schedule patient treatment sessions.

78. Maintain record of all requests for patient information.

79. Obtain charts of patients for whom information is requested.

80. Prepare patient record folder (chart).

82. Sort/file/organize documents, certificates, patient records, etc.

84. Coordinate medical library function.

85. Maintain and prepare productivity reports.

86. Maintain surgeons'/physicians'/disease and operation indexes.

87. Prepare daily census.

88. Obtain physician's record of medical information and signature on certificate.

89. Process mail and correspondence (both incoming and outgoing).

90. Process payroll time cards.

91. Prepare requests for vacation/sick leave.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
81	54	46	77	15	8	31	23	46
44	87	13	50	25	25	13	0	87
81	69	31	62	23	15	17	33	50
72	77	23	77	0	23	31	15	54
61	82	18	91	9	0	9	27	64
*								
*								
17	100	0	100	0	0	33	33	33
31	80	20	80	0	20	0	60	40
22	100	0	50	50	0	25	25	50
81	62	38	69	0	31	33	33	33
28	100	0	20	20	60	40	20	40
19	67	33	0	33	67	33	67	0

Competency

92. Prepare requisitions.

93. Handle telephone calls.

94. Disseminate insurance information requests to other departments for completion.

95. Prepare correspondence/report/summary (not forms).

97. Mount, label, and file radiographs.

98. Maintain a patient recall system.

99. Record patient's medical/dental history.

101. Record nursing care.

102. Check/maintain charting of treatments and medications, procedures, orders, observations.

103. Maintain personal information card index on each patient.

104. Gather data to complete reports for government agencies.

105. Receive and organize handling of medication samples.

106. Prepare and replenish supplies in physician's kit.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	100	0	25	37	38	12	13	75
94	80	20	80	7	13	43	21	36
17	100	0	33	0	67	33	0	67
56	89	11	78	0	22	87	0	13
25	100	0	50	50	0	67	0	33
44 *	57	43	86	0	14	29	29	42
22	50	50	100	0	0	25	25	50
19	100	0	67	0	33	33	0	67
17	100	0	33	33	33	33	0	67
75	83	17	75	8	17	55	27	18
17	100	0	0	0	100	0	67	33

Competency

107. Operate office business machines.

108. Initiate and maintain a medical record file for patients.

109. Follow up on house calls and hospital visits for information needed for office medical record folders.

110. Establish and maintain a control system for location of medical record folders.

111. Maintain catalogs of supplies and equipment.

112. Prepare statistical reports in regard to patient visits and procedures.

113. Maintain a fee schedule for services.

114. Record information on blood record card.

115. Follow established procedure in filing incident reports.

116. Process loans of X-ray films.

118. Receive and record physician's verbal orders.

119. Transcribe physician's orders.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
100	88	12	88	6	6	46	27	27
44	75	25	100	0	0	13	12	75
25	100	0	50	0	50	25	25	50
28	80	20	100	0	0	20	0	80
50	50	50	13	37	50	14	43	43
17	100	0	100	0	0	33	0	67
69	64	36	55	9	36	33	44	23
39	71	29	71	29	0	29	29	42
31	40	60	40	0	60	33	67	0
*								
61	73	27	100	0	0	18	9	73
25	75	25	75	25	0	75	25	0

Competency

120. Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).

122. Adjust side rails and height of bed.

123. Open sterile packages and packs.

126. Give general skin care to patients.

128. Turn and place patient in correct body alignment.

137. Irrigate rectum (enema).

138. Empty drainage bottles and bags.

139. Assist with/apply T, straight, scultetus breast, and triangular (sling) binders.

140. Assist with/apply ace bandages and elastic stockings.

141. Test urine for sugar and acetone.

144. Prepare oral dose using measure for manufacturers bottle/by mixing and diluting.

145. Prepare injections using measured/sterilized dose.

Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
33	83	17	100	0	0	17	33	50
*								
50	100	0	75	12	13	62	25	13
*								
*								
31	80	20	20	20	60	60	40	0
*								
25	75	25	25	25	50	75	25	0
28	100	0	0	20	80	20	80	0
75	92	8	92	0	8	55	9	36
*								
63	80	20	90	0	10	67	22	11

Competency

146. Set up instruments for operation in vitro/vivo studies.

147. Make simple dose calculations for in vitro/vivo examinations.

148. Accumulate and process data for doctor's interpretation.

151. Evaluate adequacy of work space.

153. Receive specimen from patient, record pertinent data on container, and place in proper storage.

155. Improvise or modify equipment for special requirements.

158. Organize and store blood.

160. Perform preliminary interpretations of observations for doctor.

163. Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.

166. Set up/assist with surgical procedures.

167. Recognize the need to redo a cast.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
22	100	0	75	25	0	50	25	25
*								
22	75	25	50	50	0	50	25	25
31	0	100	20	0	80	0	25	75
56	67	33	56	11	33	25	50	25
19	33	67	0	33	67	50	0	50
*								
*								
50	87	13	12	13	75	72	14	14
33	100	0	50	50	0	33	33	33
19	33	67	33	33	33	100	0	0

Competency

171. Set up and assist with the use of various fracture tables.

173. Apply simple casts and splints.

178. Set up the complete surgical "back table" and "Mayo stand."

180. Take and process X-rays.

184. Adjust voltage, amperage, and timer of X-ray machine.

200. Prepare non-carpule hypodermic syringe for injection of medications.

204. Receive and preserve biopsy specimens.

221. Prepare statistical reports.

222. Take/transcribe minutes of meetings.

223. Inform and advise administration as to trends and significant data.

224. Provide reports or extract data for Medical Staff Committees.

225. Check records (charts) for deficiencies.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
*								
31	100	0	0	20	80	60	20	20
17	100	0	100	0	0	50	0	50
22	100	0	25	25	50	50	25	25
17	100	0	33	33	33	33	67	0
17	100	0	67	0	33	67	33	0
17	100	0	67	0	33	0	33	67
25	100	0	0	0	100	67	0	33
*								
25	50	50	0	0	100	0	33	67
*								
25	50	50	50	0	50	25	50	25

Competency

227. Abstract information for record and list on discharge analysis form (manual processing).

229. Code diseases and operations using prescribed classification system.

230. Abstract information from record (including medical audit).

231. Effect completion of records by other departments.

232. Notify physicians concerning incomplete records.

233. Transcribe from recording machines using magnetic belts or recorded discs.

234. Type information onto various forms.

235. Change discs, belts, or tapes on recording equipment.

236. Maintain daily production record.

237. Recommend policies for departmental functions.

239. Plan for recording storage, and retrieval of clinical history and statistics by electronic data processing.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
*								
38	50	50	50	17	33	75	0	25
*								
*								
28	80	20	20	40	40	20	20	60
38	100	0	50	17	33	80	20	0
39	71	29	71	14	15	29	15	56
38	83	17	50	17	33	40	60	0
*								
19	0	100	0	33	67	0	50	50
*								

Competency

279. Operate audiovisual equipment, e.g., projector, recorder, etc.

366. Apply topical medications.

404. Exercise precautions in administering and handling potentially dangerous agents.

407. Administer nasogastric.

409. Irrigate bladder/colostomy/wound.

411. Connect catheters and tubing to drainage.

413. Insert urinary catheters.

414. Assist with/apply rib belts.

415. Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.

417. Apply thermal blanket.

418. Give oral medications.

419. Do cultures (nose, throat, wound).

421. Review schedule appointments with doctor.

423. Post totals from original entry record to combined or special journals.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
*								
*								
*								
*								
*								
*								
31	80	20	0	25	75	100	0	0
*								
38	50	50	0	20	80	50	50	0
*								
22	100	0	75	0	25	50	25	25
38	100	0	40	40	20	75	25	0
44	57	43	86	0	14	0	17	83
31	100	0	60	0	40	75	25	0

Competency

424. Centrifuge sample of the urine specimen.

425. Perform bio-chemical tests (e.g., glucose, protein, etc.) using paper strips or tablet.

426. Perform bile tests (simple tablet method).

427. Examine urine specimens microscopically.

428. Obtain blood specimen from capillary.

429. Obtain blood specimen from capillary.

430. Prepare and stain blood smears.

431. Perform hemoglobin test/hematocrit reading.

432. Perform red blood cell count (RBC).

433. Perform erythrocyte sedimentation rate (SED RATE).

434. Perform white blood cell count (WBC).

435. Operate colorimeter/hemoglobinometer/micro-hematocrit reader.

436. Operate manual/automatic cell counting equipment.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	100	0	56	11	33	37	50	13
56	100	0	87	0	13	50	37	13
28	100	0	0	60	40	40	20	40
50	87	13	86	0	14	86	14	0
33	100	0	87	0	13	83	0	17
33	100	0	83	0	17	83	0	17
33	100	0	17	16	67	83	0	17
50	100	0	56	14	30	86	14	0
28	80	20	40	0	60	80	20	0
44	86	14	50	17	33	83	17	0
39	86	14	43	14	43	72	14	14
31	100	0	75	0	25	100	0	0
22	100	0	75	0	25	50	50	0

Competency

437. Inoculate specimen in culture media.

438. Prepare wet mounts.

439. Stain microbial specimens.

440. Examine stained specimens microscopically.

441. Assist in obtaining smears.

442. Assist in obtaining tissue specimens.

443. Use sterilization color indicators to test sterilizer.

444. Handle and store sterilized material to prevent contamination.

445. Assist physician during EKG test.

446. Monitor EKG graph for abnormal or erratic tracings.

447. Mount EKG graph on card.

448. Operate EKG machine.

449. Prepare a tray for routine/special procedures.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
38	100	0	60	0	40	80	20	0
22	100	0	75	25	0	75	25	0
19	100	0	50	0	50	100	0	0
17	100	0	33	33	33	67	33	0
50	100	0	71	29	0	57	43	0
28	80	20	0	60	40	40	40	20
31	60	40	75	0	25	75	25	0
44	100	0	75	25	0	50	38	12
50	87	13	57	43	0	86	14	0
*								
44	100	0	50	50	0	67	0	33
39	100	0	29	14	57	40	40	20
56	100	0	75	13	12	63	12	25

Competency

450. Review and confirm doctor's orders to administer an injection.

451. Administer heat, electrotherapy, light and ultrasonic treatment.

452. Describe the nature of patient's illness or injury.

453. Assist physician in performing visual/hearing acuity, tests.

454. Give tests for color blindness.

455. Assist physician in performing scratch/patch test.

456. Assist physician in performing a cervical cauterization.

457. Assist physician in application of cast.

458. Receive and primary process cultures.

459. Record/report colony counts on urine, etc.

460. Stain bacteriological smears.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	75	25	87	13	0	63	25	12
31	60	40	50	50	0	100	0	0
50	78	22	100	0	0	33	33	33
38	83	17	40	40	20	60	20	20
22	50	50	25	50	25	0	100	0
25	75	25	67	33	0	67	33	0
28	80	20	0	33	67	17	50	33
50	75	25	43	43	14	57	43	0
22	100	0	40	40	20	20	60	20
19	100	0	100	0	0	100	0	0

*

Competency

461. Streak plates.

463. Perform KOH preparation for dermatophytes.

465. Examine specimens macroscopically/microscopically.

475. Perform infectious mononucleosis procedures monospot or monotest.

477. Perform rheumatoid arthritis test (RA).

478. Perform and read agglutination tests.

480. Perform VDRL test.

481. Perform bleeding time procedures.

482. Prepare and stain blood smears.

483. Perform clot retraction test.

484. Perform venous whole blood coagulation time tests.

485. Perform differential cell counts.

486. Perform eosinophil count.

490. Perform hematocrit tests.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
31	100	0	60	40	0	50	50	0
19	100	0	100	0	0	100	0	0
31	100	0	100	0	0	100	0	0
38	83	17	33	0	67	83	17	0
19	67	33	33	0	67	100	0	0
17	100	0	33	0	67	67	33	0
17	100	0	0	33	67	67	33	0
25	75	25	33	0	67	75	25	0
28	100	0	20	20	60	80	0	20
*								
17	100	0	0	33	67	67	33	0
31	60	40	50	0	50	100	0	0
*								
22	100	0	50	0	50	50	50	0

Competency

491. Perform hemoglobin tests.

492. Prepare lupus erythematosus (L.E.) slides.

495. Perform platelet count.

496. Perform prothrombin consumption and time test.

497. Perform reticulocyte cell count.

498. Perform erythrocyte sedimentation rate.

499. Perform sickle cell preparations.

501. Perform acetone or ketone tests.

503. Perform Bence/Jones protein tests.

504. Perform bile tests.

505. Perform bilirubin test.

506. Perform true glucose tests.

507. Perform urine hemoglobin (blood) test.

508. Perform ph tests.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	100	0	50	17	33	71	29	0
*								
19	67	33	100	0	0	100	0	0
*								
*								
33	100	0	17	0	83	50	50	0
*								
38	100	0	80	0	20	67	33	0
*								
*								
38	100	0	50	0	50	50	50	0
*								
17	100	0	67	0	33	33	67	0
31	100	0	60	0	40	60	40	0

Competency

510. Perform pregnancy tests.

511. Perform qualitative urine protein tests.

512. Perform specific gravity tests.

513. Perform urobilinogin tests.

518. Perform alkaline phosphatase test.

520. Perform bilirubin (direct/indirect) test.

527. Perform total cholesterol tests.

529. Perform serum creatinine tests.

533. Perform glucose tests.

534. Perform glucose tolerance tests.

549. Perform blood urea nitrogen (BUN) tests.

550. Perform xylose tolerance tests.

551. Centrifuge and separate serum from clot.

553. Perform antibody screen and identification tests.

555. Perform direct and indirect Coombs tests.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
33	100	0	33	0	67	33	67	0
*								
44	100	0	37	38	25	37	50	13
19	100	0	33	0	67	33	67	0
*								
*								
25	100	0	50	0	50	75	25	0
*								
44	100	0	57	0	43	71	29	0
22	100	0	0	50	50	75	25	0
19	100	0	33	0	67	67	33	0
*								
31	100	0	50	25	25	80	20	0
*								
*								

Competency

558. Prepare and read slide/tube agglutination reactions.

559. Process blood for packed cells.

561. Test blood for RH or DU factors.

563. Stain pap smears.

566. Calculate erythrocyte indices.

567. Microscopically identify L.E. cells.

586. Review patient's clinical history.

587. Load and unload film units.

588. Affix lead shield to cassette for identification.

591. Take X-rays (dental/abdominal/spinal/chest/etc.).

592. Take X-rays of ribs and sternum, extremities.

608. Administer oxygen by mask, tent, nasal devices, incubator.

610. Perform artificial respiration.

621. Mix and measure drug doses.

Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
*								
*								
*								
*								
*								
*								
17	100	0	67	0	33	0	0	100
*								
*								
31	80	20	75	25	0	80	20	0
*								
*								
22	100	0	0	0	100	67	33	0
25	100	0	75	0	25	100	0	0

Competency

622. Recognize expected reactions to treatment.

623. Recognize complications of adverse reactions to treatments.

624. Minimize hazards throughout the health care facility.

625. Arrange equipment for convenient and safe use.

627. Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.

628. Operate and adjust examining tables.

629. Instill solutions into eye, ear, nose.

630. Prepare medications.

633. Understands cause and prevention of decubitt.

635. Has an understanding of fire prevention and control.

638. Help patient make contacts with various agencies within the community.

639. Guide patient in use of prosthetic devices.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
*								
25	50	50	50	0	50	75	25	0
*								
25	50	50	75	0	25	25	25	50
56	89	11	67	0	33	37	50	13
44	100	0	87	0	13	13	75	12
38	67	33	67	0	33	50	50	0
28	100	0	80	20	0	40	40	20
25	0	100	25	0	75	100	0	0
19	0	100	33	0	67	100	0	0
22	50	50	25	50	25	0	0	100
*								

Competency

641. Instruct patient about available self-help devices.

645. Immediately report deviations of patient's vital signs from the normal.

646. Follow procedures in care of isolated patients.

647. Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).

648. Prepare, instruct, and assist patient during EKG test.

649. Give instructions to patient regarding medications.

651. Direct patient to project completion by praise and encouragement.

653. Adapt teaching techniques to capabilities of patient.

656. Cut and remove sutures postoperatively.

657. Apply coagulants or administer hemo-statics.

665. Remove fecal impactions.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
31	20	80	0	20	80	25	25	50
38	50	50	83	0	17	80	0	20
*								
50	37	63	86	0	14	100	0	0
*								
63	60	40	89	0	11	78	11	11
31	40	60	100	0	0	17	33	50
25	50	50	25	25	50	0	67	33
33	100	0	17	66	17	17	33	50
*								
19	100	0	0	0	100	33	33	33

Competency

668. Administer medications/isotopes to patients by injection/orally.

669. Perform superficial/specialized examination of patients.

670. Abstract simple data from patient's chart.

671. Position, gown/drape patient.

674. Teach patients how to use crutches, walkers, etc.

675. Teach patients exercise programs.

679. Assist with the administration of local anesthetics.

685. Dispense medications when ordered by health professional.

688. Deliver/remove equipment/supplies from contaminated room.

689. Dispose of contaminated materials and equipment.

690. Change soiled linen and clothes.

691. Clean patient unit furniture.

692. Clean and maintain service area and equipment, within area of responsibility.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
17	100	0	67	33	0	67	33	0
19	100	0	33	33	33	100	0	0
33	83	17	100	0	0	17	16	67
50	87	13	100	0	0	62	25	13
*								
25	50	50	25	50	25	33	67	0
25	75	25	50	0	50	75	25	0
44	86	14	86	0	14	67	33	0
17	100	0	67	33	0	0	67	33
44	71	29	71	0	29	50	33	17
*								
31	60	40	40	40	20	20	20	60
44	100	0	75	0	25	25	50	25

Competency

693. Order/inventory and store equipment and supplies.

695. Verify performance of instruments/devices against manufacturer's specifications.

696. Determine if equipment needs repair.

697. Schedule/perform maintenance on equipment.

702. Clean, sharpen and maintain instruments/ equipment as required.

703. Control contractual services for maintenance of equipment/facilities.

705. Establish and maintain chain of antisepsis.

706. Prepare instruments for sterilization (chemical, autoclaving, dry heat).

707. Sterilize instruments (chemical, autoclaving, dry heat).

708. Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.

711. Check and record temperatures of appliances/ equipment.

712. Store/dispose of used blood containers and pilot tubes.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
44	71	29	29	29	42	29	42	29
31	60	40	0	20	80	40	40	20
39	86	14	29	29	42	14	14	72
25	25	75	0	0	100	0	67	33
33	100	0	100	0	0	17	50	33
*								
38	83	17	80	20	0	83	17	0
44	100	0	75	0	25	25	62	13
44	86	14	50	33	17	67	33	0
72	85	15	62	31	7	15	31	54
*								
28	100	0	100	0	0	20	60	20

Competency

713. Check invoices against purchase orders.

714. Organize storage areas for equipment, supplies, drugs.

715. Evaluate the effectiveness of sanitizing chemicals and sprays used.

717. Check radiation monitoring badges.

719. Follow procedures for control and security of medical supplies, drugs, equipment.

Practice Rate	Type		Use Frequency			Training Needed		
	S	U	D	W	M	I	D	E
25	50	50	0	0	100	25	25	50
50	100	0	33	33	33	11	33	56
19 *	33	67	0	0	100	33	33	33
44	29	71	86	14	0	72	14	14